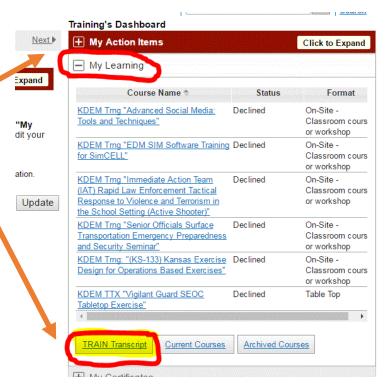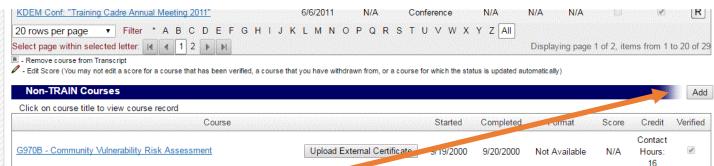# Adding a certificate to your KS-TRAIN Transcript

FIRST: make sure you save your certificate to your computer as a PDF.

Log in to your KS-TRAIN account, click on **MY LEARNING** in your Dashboard to access the drop-down list. Then click on the "TRAIN Transcript" Button towards the bottom.

If you find yourself in the NEW KS-TRAIN platform, and your screen doesn't look like this: look to the top-right of your screen to find the "**Classic TRAIN**" link—this will take you to the old platform and your screen will match these instructions. Note that the new platform will not let you upload PDF documents, but all FEMA certificates are PDF, so the Classic TRAIN is the best way to do this right now until the new platform is fixed.
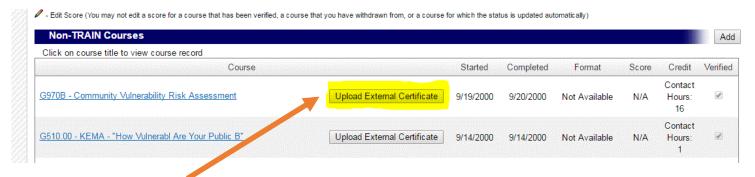
Training's Dashboard

| | Next ▶ | **➕ My Action Items** | | **Click to Expand** |

➖ My Learning

Course Name ▲	Status	Format
KDEM Trng "Advanced Social Media: Tools and Techniques"	Declined	On-Site - Classroom cours or workshop
KDEM Trng "EDM SIM Software Training for SimCELL"	Declined	On-Site - Classroom cours or workshop
KDEM Trng "Immediate Action Team (IAT) Rapid Law Enforcement Tactical Response to Violence and Terrorism in the School Setting (Active Shooter)"	Declined	On-Site - Classroom cours or workshop
KDEM Trng "Senior Officials Surface Transportation Emergency Preparedness and Security Seminar"	Declined	On-Site - Classroom cours or workshop
KDEM Trng: "(KS-133) Kansas Exercise Design for Operations Based Exercises"	Declined	On-Site - Classroom cours or workshop
KDEM TTX "Vigilant Guard SEOC Tabletop Exercise"	Declined	Table Top

TRAIN Transcript | Current Courses | Archived Courses

➕ My Certificates

| KDEM Conf: "Training Cadre Annual Meeting 2011" | 6/6/2011 | N/A | Conference | N/A | N/A | N/A | | ✓ | R |

| 20 rows per page ▼ | Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All |

Select page within selected letter: ⏮ ◀ 1 2 ▶ ⏭ Displaying page 1 of 2, items from 1 to 20 of 29

R - Remove course from Transcript

🖉 - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

Non-TRAIN Courses | Add

Click on course title to view course record

Course		Started	Completed	Format	Score	Credit	Verified
G970B - Community Vulnerability Risk Assessment	Upload External Certificate	9/19/2000	9/20/2000	Not Available	N/A	Contact Hours: 16	✓

Once in the "TRAIN Transcript" page, find the **ADD** button for "Non-TRAIN Courses". This will open up the Course Details so you can add information about the certificate you want to add. If you have registered for a lot of courses in the past, you'll have to scroll down to find it.

In the Course Details page you need to add all the information about the training. Don't forget to complete all the required * information. You can use "0" if no credit was awarded. Click **SAVE** to go back to your transcript page.

Non-TRAIN Course Details

* = required fields.

Title:*	
Start date:*	
Completion date:*	
Course URL:	
Course Format:	--Select-- ▼
Course Provider Name:*	
Course Grade Points:	
Course Grade Percentage:	%
Credit Type:*	--Select-- ▼
Amount:*	
Contact Name:*	
Contact Phone:	
Contact Email:	
Additional Info:	
Verified:	☐

Save | Cancel

Non-TRAIN Courses | Add

Click on course title to view course record

Course		Started	Completed	Format	Score	Credit	Verified
G970B - Community Vulnerability Risk Assessment	Upload External Certificate	9/19/2000	9/20/2000	Not Available	N/A	Contact Hours: 16	✓
G510.00 - KEMA - "How Vulnerabl Are Your Public B"	Upload External Certificate	9/14/2000	9/14/2000	Not Available	N/A	Contact Hours: 1	✓

✏ - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

Once you're back in the TRAIN Transcript page, scroll down again to find the course you just entered. Click on the **UPLOAD EXTERNAL CERTIFICATE** button to open the upload window.

Upload Certificate

Title: *

Please select certificate file:
Choose File   No file chosen
Tip: The following list of file extensions are allowed to upload: (.gif,.jpeg,.jpg,.bmp,.pdf,.png)

Upload   Close

In the window, name your certificate. Then click "Choose File" to link it to the certificate you saved in your computer. Then click the **UPLOAD** button and then click **CLOSE**.

You can click. **TAKE ME THERE NOW** in the next window to see the certificate you just uploaded.

Training's Dashboard

➕ **My Action Items** | Click to Expand

➕ My Learning

➖ My Certificates

Course Name ▲	Date Completed	
G970B - Community Vulnerability Risk Assessment	09/20/2000	🖨
KDEM: WebEOC Training (1006135)	01/25/2007	🖨

View All Certificates

➕ My Training Plans

In the future, from the home page Dashboard, you can click on the **MY CERTIFICATES** drop-down and then "View All Certificates" to find your certificates any time. From here you can print or save any of your certificates whenever you need them.
Uploading your certificates will make them viewable to TRAIN administrators when checking prerequisites for trainings you're registered for.

Note: if you have any trouble with the KS-TRAIN website, please contact the KS-TRAIN Help Desk at helpdesk@kdheks.gov or 785-296-5655.